



Minutes of the meeting of Oxted Parish Council
held at Oxted Community Hall on Tuesday 12th November 2024 at 6:00pm

Cllr Deb Shiner - Chairman

Cllr Reg Hull

Cllr Neil Rivers

Cllr Alan Feesey

Cllr Louise Kirk

Cllr Denize Wallace

Cllr Peter Quinn

Cllr Gerard Quinn

Cllr Peter Giles

Cllr Peter Damesick

Cllr John Hope

Cllr Jean Inker

Mrs Maureen Gibbins

Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:**

County Cllr Cameron McIntosh.

2. **Declarations of Disclosable Pecuniary Interest:**

To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. There were none declared.

3. **Public session:**

- i) County Councillor update - In the absence of the County Councillor a report had not been received.
- ii) District Councillors update -
District Cllr Peter Damesick reported:
 - A question had been raised about Hurst Green Methodist Church which has been purchased by TDC. Studies and assessments are being undertaken for the development of 13 flats.
 - Licence application has been received from new promoters of Oxted beer festival which will go to the Licensing Committee on 4th December. Cllr Rivers highlighted he has received an email confirming the event will not be going ahead in 2025.

District Cllr Deb Shiner reported:

- TDC has employed a dedicated ASB Officer – Emily Guitierrez. Cllrs Feesey and G Quinn have requested a meeting with her to discuss the issues in Hurst Green.
- Cllrs Shiner, Feesey and Hull attended the TDC Parish Assembly. TDC are looking to save £4million and looking to work with Parish Councils. A TDC Officer will attend a future meeting to explain the help which is required.

4. Minutes:

The Minutes of Full Council meeting held on 8th October 2024 were approved and signed by the Chairman.

5. Planning Committee

5.01 Planning Committee approved the minutes of the Planning Committee meeting held on 22/10/24.

5.02 Full Council received the minutes of the Planning Committee meeting held on 22/10/24.

6. Clerk's Report and update

6.01 The report and progress on projects were noted. Cllr Inker requested the update of the spreadsheet part of the report.

7. Nominative Trustee

7.01 Council agreed to the re-nomination of Sheila Steel as a Nominative Trustee to the Oxted United Charities.

8. CIL

8.01 To receive an update from the CIL Working Group following receipt of the latest CIL application.

Cllr Damesick reported an application was received from Hurst Green Tennis Club for the refurbishment of the kitchen and changing facilities. It was **RESOLVED** to award £10k with the possibility of more funding being available as the project progresses.

9. Grant Aid

9.01 To consider the applications received and reviewed by the Grant Aid Working and the subsequent recommendations.

Cllr Wallace explained the rationale behind the decisions of the Grant Aid. Following discussion, it was agreed to award the grants as recommended by the Working Group apart from the Woodhouse Centre who will not receive a grant.

10. Friendship Benches

To consider the request by Cllr G Quinn for the nomination of a Council owned bench as a Friendship bench.

The purpose of the friendship benches is to encourage talking and reducing loneliness. It was **AGREED** to identify the bench by St Agathas in Hurst Green, bench on the junction of Barnet Shaw and Silkham and the bus shelter in Old Oxted as friendship benches.

11. Hurst Green Courtyard Project

11.01 To receive an update on the progress of the project.

Cllr Hope reported that work is progressing well, and the brick planters are due to be completed prior to Christmas. Funding for the planting has been granted from OPC and YFS.

12. Communications Working Group

12.01 Website update – report had been previously circulated.

Cllr Inker PROPOSED that Route 22 be appointed to redo the website. Council unanimously AGREED to the appointment of Route 22.

Thanks were extended to the Communications Working Group for their efforts.

13. Life without Limits

List of speakers and topics for information.

Cllr Inker gave a brief overview of the event she had attended. The presentations are in sharepoint for Councillors to view.

14. Finance

14.01 To consider the appointment of Helen Broughton, CiLCA qualified and PIALC qualified. Council RESOLVED to appoint Helen Broughton as Internal Auditor for the 2024/25 audit.

14.02 Accounts against budget to 31/10/24 – Cllr Hull reported the Council is in a healthy position. The 2025/26 budget was tabled and explained. The budget will be tabled at the January 2025 meeting for approval. There was discussion regarding food vouchers, and it was agreed the decision made at the July 2024 Council meeting will be revisited at the January 2025 Council meeting. It was agreed the outstanding Grant Aid balance of £1,675 will be rolled forward to 2025/26.

14.03 Council noted the payments which had been approved and authorised since the Council meeting on 8th October 2024.

Clerk Salary	£ 1,478.77
Country Garden Services – maintenance	£ 2,271.22
Clerk Expenses – 7/8/24 to 5/9/24	£ 149.26
JEM Home Services – refurbish Old Oxted bus shelter	£ 375.20
ICCM – Clerk attending on-line training course on Garden of Remembrance – approved by DS/RH/JI	£ 108.00
Wight Stonemasonry Ltd – refund of double memorial payments	£ 624.00
SLCC – Themed summit attendance by Clerk (approved by DS/RH)	£ 78.00
Master Park – 2 nd ¼ donation	£ 1,000.00
PKF Littlejohn – external audit fee	£ 756.00
Cllr Peter Giles – Ducting for CCTV	£ 148.80
Oxted Community Hall – additional room hire 1/10/24	£ 17.00
Clerk Expenses – 7/8/24 to 5/9/24	£ 71.88
Alex Jones FD – refund of overpayment of inscription fee	£ 186.00
ICCM – Clerk attending on-line training course on Cemetery Management – approved by DS/RH/JI	£ 174.00
Cllr Alan Feesey – train fare to ESTC meeting	£ 8.40
Landmark Chambers – Counsels work re Chichele Road	£ 2,400.00

Oxted Community Hall – extra meeting room bookings	£	34.00
Royal British Legion – 3 poppy wreaths and 10 lamp poppies	£	105.00

15. Chairman’s Announcement

15.01 To receive an update on activities since the last Council meeting.

The Remembrance Parade went without a hitch. Thanks were expressed to Cllr Wallace for taking responsibility for the road closure part of the event. Thanks were also expressed to Rotary for their assistance on the day.

16. East Surrey Transport Committee Update

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting has not yet been confirmed.

17. South-East Community Rail Partnership

Minutes and reports circulated when received so all councillors are aware of the updates.

Items for consideration at future meetings

Meeting closed at 1935

Part 2

In accordance with s2 Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be excluded for consideration of items 17 onwards owing to the confidential nature of the business

- **Staffing issues –**
- **Pay Award**

Councillors received the report from the Chairs of the Staffing Committee and the Finance Working Group and agreed to increase the Clerk's salary in line with the National agreement negotiated by the National Joint Council (NJC). This award would cover the period 1 April 2024 to 31 March 2025. The recommendation for the annual salary review for the Clerk was **AGREED**.

- **Appraisal timeframe**

Councillors discussed the report submitted and agreed to accept the proposal subject to a change at the end of the appraisal year. The end of the appraisal period and final appraisal meeting should be in March/ April not February/March.

Meeting closed at 1943

Date of the next meeting Tuesday 14th January 2025 at 6:30pm

Copies of Parish Council minutes are held by the Clerk and are available on the Parish Council website: www.oxted-pc.org.uk Maureen Gibbins, Parish Clerk, Phone 07510 226989